

**10 February, 2009.**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 437 – 451**

At a **COUNCIL** Meeting of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Tuesday, 10 February, 2009, at 6.00 p.m.

**Present:** Cllr. M. L. Davies (Chairman)

**Cllrs.**

T. D. Bowen	T. Rh. Ifan
L. J. Butler	T. J. Jones
S. M. Caiach	M. J. Lewis
M. V. Davies	S. N. Lewis
S. L. Davies	A. G. Morgan
T. Devichand	C. A. Rees
S. M. Donoghue	B. C. M. Reynolds
H. J. Evans	A. C. Thomas
M. L. Evans	V. R. Thomas

G. H. Wooldridge

**437. APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr. D. J. Davies.

**438. CHAIRMAN'S ANNOUNCEMENT**

The Chairman informed Members of Cllr. D. J. Davies' recent indisposition. Members thereupon conveyed their best wishes for a full recovery.

**439. MEMBERS' FELICITATIONS**

The Leader of Council, Cllr. T. J. Jones and Cllr. T. Devichand took the opportunity to congratulate Cllr. M. J. Lewis upon being elected the new leader of the Plaid Cymru group on the Council and each Member stated that their respective political group looked forward to working together for the benefit of the community.

**RESOLVED** that the information be noted.

**440. MEMBERS' DECLARATIONS OF INTEREST**

Cllr. H. J. Evans declared an interest in Minute No. 444 as he was a member of the Committee for the Improvement of Hospital Services.

**10 February, 2009.**

**441. CONFIRMATION OF MINUTES**

**RESOLVED** that the following Minutes (copies of which had been previously circulated to Members) be confirmed and signed as a true record of proceedings:-

Council	13 January, 2009
Recreation and Welfare Committee	20 January, 2009
Finance and General Purposes Committee	28 January, 2009
Learning and Development Consultative Committee	29 January, 2009
Planning and Liaison Committee	2 February, 2009
Special Meeting of the Policy and Resources Committee	4 February, 2009
Special Meeting of the Finance and General Purposes Committee	5 February, 2009
Special Meeting of the Civic and Ceremonial Committee	9 February, 2009

**442. MATTERS ARISING**

**(1) FELINFOEL CHANGING ROOMS  
AND RECREATION GROUND**

Further to Minute No. 403, reference was made to the commitment required of organisations in the Felinfoel area, particularly by the sporting clubs, for the project and also their roles and responsibilities when benefitting from the Council's capital schemes.

**RESOLVED** that the matter be discussed at the next meeting of the Policy and Resources Committee.

**443. CIVIC AND CEREMONIAL MATTERS**

Pursuant to Minute No. 436, Members received the following recommendations of the Civic and Ceremonial Committee regarding the selection of Chairman Elect and Vice-Chairman Elect as well as the framework for the guidance of same:-

**(1) SELECTION OF CHAIRMAN ELECT AND VICE-CHAIRMAN ELECT**

*“1.1 The Members of Council who are to be elected Chairman and Vice Chairman shall be determined by qualifying length of service. This means the length of service as a Councillor with Llanelli Rural Council. If the service is broken, the previous service with Llanelli Rural Council does not count.*

*1.2 If two or more Members of Council have equal length of service the Members concerned shall agree between themselves the order in which they shall be elected. If the Members cannot agree then the matter shall be resolved by the drawing of lots.*

*1.3 A Member who is to be elected by virtue of length of service may postpone being elected by one year but thereafter shall lose all length of service for the purpose of becoming either Chairman or Vice Chairman. The Member shall then be*

**10 February, 2009.**

*automatically placed at the bottom of the list of Members' qualifying length of service.*

- 1.4 It will be a prerequisite that a Member must first serve in office as Vice Chairman prior to being elected Chairman unless there are unforeseen circumstances. After serving as Vice Chairman the Member would automatically be promoted to the office of Chairman in the following year; unless the Member chooses to exercise his/her discretion under 1.3 above. By making this a condition of the selection process it will ensure that the Member concerned will have the proper foundation and experience to take on the role of Chairman effectively. It will also provide a valuable induction into civic affairs and will ensure the Council is promoted and represented in the proper way.*
- 1.5 The selection of Chairman/Vice Chairman based on continuous length of service is accepted as being the simplest, fairest and most popular system available. The process is also open and transparent and only involves one criterion, based on length of qualifying service with the Council. The posts are civic appointments and carry no political bearing.*
- 1.6 Once a Member has served as Chairman, that Member is placed at the bottom of the qualifying length of service list.*
- 1.7 The Qualifying Length of Service list will be held and maintained by the Clerk to the Council.*

## **(2) FRAMEWORK FOR THE GUIDANCE OF THE CHAIRMAN ELECT AND VICE-CHAIRMAN ELECT**

### **1. SELECTION PROCESS**

- 1.1 The policy on the selection process is already in place with Members being appointed Chairman Elect and Vice-Chairman Elect on the basis of qualifying length of service.*
- 1.2 The proposed Chairman Elect and Vice-Chairman Elect in accordance with the Qualifying List of Service will be invited to attend for interview by Members of the Civic and Ceremonial Committee during which the roles will be explained and the Council's expectations affirmed. Their Consorts, where possible, will also be invited to attend the interview.*
- 1.3 The Committee will impress upon the incumbents that the civic roles take priority over any other commitments which the Members have.*
- 1.4 The interviews will take place in the December of each year.*
- 1.5 The Committee must be satisfied with the response received from those Members as to their commitment to undertaking the civic roles prior to a recommendation being made to Council on their election in the January of each year.*

**10 February, 2009.**

1.6 *Should Members of the Civic and Ceremonial Committee be of the opinion that the Member(s) interviewed are unable to undertake the civic role(s) to the manner expected, then a recommendation should be made to Council accordingly.*

1.7 *Similarly, should Members of the Committee be of the opinion that the proposed consort(s) are unable to undertake the civic role(s) to the manner expected, then a recommendation should also be made to Council accordingly.*

1.8 *If the recommendation (referred to in 1.6) is accepted by Council, the selection process would resume and the Members next on the list of qualifying length of service interviewed.*

## 2. *ANNUAL MEETING*

2.1 *The Chairman must, by Law, give a Declaration of Acceptance of Office at the Annual Meeting. This is also extended to the Vice-Chairman.*

2.2 *The consorts of the incumbents will be confirmed at the Annual Meeting and only the person(s) bestowed with the Chain of Office will be recognized in that office. No other person(s) may wear the Chain of Office during the municipal year.*

2.3 *In the event of the incumbents(s) consort(s) being unable to attend the Annual Meeting, alternative arrangements will be made to confirm the appointment(s) and to bestow the Chain(s) of Office at a future Council meeting.*

2.4 *The Chairman will host a dinner reception after the formality of the Annual Meeting.*

## 3. *CIVIC SERVICE*

3.1 *It is a duty for the Chairman to hold either a religious Civic Service or a Service of Dedication in accordance with the incumbent's wishes.*

3.2 *The Vice-Chairman must support the Chairman at the Service.*

3.3 *The Chairman will host a reception at the Chairman's Room for civic guests and family following the service.*

3.4 *The Chairman and Vice-Chairman, as the needs demand, must attend the Civic Service or other such services organised by other local authorities.*

## 4. *CIVIC DIARY*

4.1 *The Chairman and Vice-Chairman are expected to communicate with the Chairman's Secretary at all times in responding to invitations received in a timely manner and in organising the civic diary.*

4.2 *The Chairman's Secretary must be informed of any change of arrangements in order that the necessary information can be relayed to affected parties.*

**10 February, 2009.**

5. *INVITATIONS AND RECEPTIONS*

5.1 *The Chairman and/or Vice-Chairman are expected to accept all invitations received from outside bodies and organisations. On occasions, due to prior commitments or ill health of the Chairman, the Vice-Chairman would be expected to attend events in the Chairman's stead.*

5.2 *Council receptions are to be hosted in the Chairman's Room for representatives of voluntary organisations, Workers' Education Association etc.*

6. *DRESS CODE*

6.1 *The Chairman and Vice-Chairman, as well as their Consorts, are expected to be dressed appropriately when attending civic events and to be smart, clean and tidy of appearance.*

7. *POLITICS*

7.1 *The office of both Chairman and Vice-Chairman are non-political.*

8. *SEASONAL GREETINGS*

8.1 *The Chairman is expected to extend seasonal greetings on behalf of the Council.*

9. *BREAKDOWN IN RELATIONSHIPS, CONDUCT IN OFFICE AND COMMUNICATION*

9.1 *The Chairman and Vice-Chairman are expected to uphold high standards of conduct in office; this also applies to their Consorts. Furthermore, they are expected to maintain good working relationships and communication with the Chairman's Secretary, in the first instance, and Clerk to the Council at all times. These should also be reciprocated.*

9.2 *In the event of a breakdown in relationships or issues emerge over conduct in office and communication, the Clerk to the Council will hold a meeting with those concerned and attempt to resolve any issues. Any measures agreed will be kept under review.*

9.3 *However, if there is no agreement or improvement attained, the Clerk to the Council must refer the matter to the Civic and Ceremonial Committee to be dealt with.*

9.4 *If the problems encountered continue, the Civic and Ceremonial Committee may recommend further action to the Council."*

Following discussion, it was

**RESOLVED** that the recommendations be accepted.

**10 February, 2009.**

**444. COMMITTEE FOR THE IMPROVEMENT OF HOSPITAL SERVICES**

Cllr. H. J. Evans declared an interest in the following item as he was a member of the Committee for the Improvement of Hospital Services. Cllr. Evans did not speak or vote on the matter.

Members were circulated with correspondence, together with copy correspondence, regarding the petitioning to ensure that the concerns of the Committee and the public were brought to the attention of the Welsh Assembly Government. One part of the petition sought to change the Health Minister's stance in not meeting with representatives of the Committee; the other to allow representations to be made directly to the Health Committee of the Assembly.

**RESOLVED** that the information be noted.

**445. CARMARTHENSHIRE TOURIST ASSOCIATION**

Pursuant to Minute No. 298 (1), e-mail correspondence was received from the Manager, Carmarthenshire Tourist Association, informing that following a Directors' meeting, an agreement had been made to re-instate representation from this Council.

**RESOLVED** that the information be noted and that Cllr. T. D. Bowen be reinstated as the Council's representative on the Carmarthenshire Tourist Association.

**446. DYFED-POWYS POLICE AUTHORITY – INSPECTOR E. BAILEY**

Members were circulated with e-mail correspondence informing of the recent retirement of Insp. E. Bailey, Dyfed-Powys Police Authority, and that Insp. J. Davies would be his successor.

Members conveyed their good wishes to Insp. Bailey and hoped that the excellent progress he had established within the community would continue.

**RESOLVED** that a letter of appreciation be forwarded to Insp. Bailey.

**447. EXTERNAL EVENTS**

Members having considered an invitation received from the National Association of Councillors (NAC) for the Council to be represented at a Conference 'Protecting Our Environment' to be held on 27 February to 1 March, 2009, at the Best Western Carlton Hotel, Blackpool, it was

**RESOLVED** that

(1) the invitation be noted;

**10 February, 2009.**

- (2) a letter be forwarded to the conference organisers requesting the National Association of Councillors to review its future conference programme, especially the availability and dissemination of conference literature, papers and information on core topics so that future events were more affordable and sustainable for local councils to support; and
- (3) that the matter of Council representatives attending conferences and training courses be discussed at the next meeting of the Policy and Resources committee.

**448. MATTERS REPORTED**

**RESOLVED** that the schedule of matters reported be noted.

**449. SENIOR CITIZENS' DAY CENTRE  
JOINT MANAGEMENT COMMITTEE**

“At a Meeting of the SENIOR CITIZENS' DAY CENTRE JOINT MANAGEMENT COMMITTEE held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 12<sup>th</sup> November 2008 at 6.00 p.m.

**PRESENT:** Councillors G.H. Wooldridge (Vice-Chairman)(Presiding), Mrs. S.N. Lewis, J. Roberts and D.H. Skivington.

**APOLOGIES:** Councillors Mrs. P.J. Edmunds (Chairman) and Mrs. L.J. Stedman.

**20. MINUTES OF PREVIOUS MEETING**

**RESOLVED** – that the Minutes of the previous meeting held on 10<sup>th</sup> September 2008 be received, verified and confirmed.

**21. FINANCIAL REPORTS**

**(1) INCOME AND EXPENDITURE**

**RESOLVED** – that the financial report giving details of cumulative income and expenditure for the period 1<sup>st</sup> April to 31<sup>st</sup> October 2008 in the sums of £34,799 and £30,441 respectively be approved (copies having been previously circulated to members).

**(2) ACCOUNTS FOR PAYMENT**

Consideration was given to the written report of the Finance Officer relating to accounts for payment (copies having been previously circulated to members). The report disclosed that payments made for the period 11<sup>th</sup> September – 12<sup>th</sup> November 2008 in respect of Direct Debits, reimbursements, BACS payments and vouchers no. 4132 – 4143 (inclusive) amounted to the sum of £9,154.34.

**RESOLVED** – that payment of the aforementioned accounts be approved.

**10 February, 2009.**

22. HIRINGS

Consideration was given to a written schedule of hirings of the Day Centre for the months of September and October 2008 (copies having been previously circulated to members).

RESOLVED – that the report be noted and approved.

23. FOOD HYGIENE INSPECTION

Further to Minute No. 15 of the Committee meeting held on 10<sup>th</sup> September 2008, the Town Clerk reported the receipt of a letter dated 17<sup>th</sup> September 2008 from Carmarthenshire County Council's Environmental Health Practitioner (Commercial Services) (copies having been previously circulated to members). The letter confirmed that the standards evident at the time of the food hygiene inspection undertaken on 3<sup>rd</sup> September 2008 were good, and no items were identified as requiring action.

RESOLVED – that the letter be duly noted.

24. FUTURE OF LLANELLI Y.M.C.A.

Further to Minute No. 18 of the Committee meeting held on 10<sup>th</sup> September 2008, the Secretary reported that he had made further enquiries of Carmarthenshire County Council's Head of Corporate Property regarding the temporary use of the Coleshill Centre, and a decision was still awaited. He further reported on the enquiries he had undertaken in respect of the Parish Hall and Moriah Chapel vestry, and the negative outcome in each case.

Members were also advised of the information which the Y.M.C.A. Wales Project Officer had given to the Secretary in the course of a recent telephone conversation. It was clear that there would be further slippage in the project timetable, and that, consequently, it might not be necessary to vacate the Day Centre at the end of March 2009. Further information was promised by the Project Officer in the light of further meetings scheduled to take place in the near future.

Members discussed the latest position in some detail, and whilst disappointed that alternative temporary accommodation had still not been found, were relieved to note that the slippage in the Y.M.C.A.'s project timetable might afford more time to find temporary accommodation. It was, therefore, ultimately

RESOLVED – that the report be noted; and that the Secretary be authorised to continue the search for temporary alternative accommodation with the County Council in particular, and to pursue the need for further definitive information from Y.M.C.A. Wales.

25. CHRISTMAS LUNCH FOR DAY CENTRE PATRONS

Following consideration by members, it was

RESOLVED – that past practice be followed and that Christmas lunch be provided between 11.00 a.m. and 2.00 p.m. over the period Wednesday, 3<sup>rd</sup> December to Saturday, 6<sup>th</sup> December 2008 (inclusive); that the menu suggested in the Secretary's report be approved; and that the cost of the dinner be retained at £2.50.



**10 February, 2009.**

**26. CHRISTMAS CLOSURE ARRANGEMENTS**

Having considered arrangements for the closure of the Day Centre for the 2008 Christmas period, it was

RESOLVED – that the Day Centre be opened/closed as follows –

Monday, 22<sup>nd</sup> December – Open  
Christmas Eve – Closed  
Christmas Day – Closed  
Boxing Day – Closed  
Saturday, 27<sup>th</sup> December – Closed  
Monday, 29<sup>th</sup> December – Closed  
Tuesday, 30<sup>th</sup> December – Closed  
New Year’s Eve – Closed  
New Year’s Day – Closed  
Friday, 2<sup>nd</sup> January 2009 – Open

The Meeting concluded at 6.35 p.m.”

RESOLVED that the Minutes be accepted.

**450. LLANELLI JOINT BURIAL AUTHORITY**

Members received the following Minutes of a meeting of the Llanelli Joint Burial Authority held on 10 December, 2008:-

“At the Meeting of the Llanelli Joint Burial Authority held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 10 December 2008 at 4:00 pm.

Present: Cllr. T. J. Jones (Chairman)

Cllrs.

S. L. Davies                      C. C. Lucas  
K. D. Rees

**58. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs T. D. Bowen and A. G. Morgan.

**59. MEMBERS’ DECLARATIONS OF INTEREST**

No declarations of interest were made.

**10 February, 2009.**

60. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed and signed as a true record of proceedings.

Ordinary Meeting - 12 November 2008

61. MATTERS ARISING

SECURITY FENCE – FUEL TANK COMPOUND

Arising out of Minute No. 56, the Secretary reported that a quotation had been obtained for a steel mesh cage to encase the fuel tank in the sum of £2100.00

During the ensuing discussion it was realised that there had been a misunderstanding as to the extent of the original security proposals planned for creating a secure compound incorporating an area of 180 square meters surrounding the fuel tank, and it was

RESOLVED that the purchase of a mesh cage be held in abeyance for the time being and that the matter be the subject of a further Committee report if deemed necessary following ongoing monitoring of the effectiveness of the physical security afforded by the compound's palisade fencing.

62. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for October 2008 and the provisional report for November 2008 be noted.

63. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for November 2008, which revealed expenditure for the month amounted to £16,313.85.

RESOLVED that the information be noted.

64. MEMORIAL TESTING FIGURES

Consideration was given to the memorial testing figures for November 2008, which revealed that 66 memorials had been tested to stage two level, with twenty-four failures.

RESOLVED that the information be noted.

**10 February, 2009.**

**65. CEMETERY OPENING TIMES**

Members considered a letter received from the Authority’s security guard, dated 1 December 2008. The writer enquired as to whether it was appropriate to delay opening the main cemetery gates to vehicle traffic during hazardous icy weather conditions. Following discussion it was

RESOLVED that:

- (1) The observations and points raised in the letter be noted;
- (2) the Technical Services Officer liaise with the security guard to assess the extent of the hazard once appropriate health and safety advice had been obtained; and
- (3) should it be necessary to introduce additional control measures to reduce the level of risk associated with the hazard, then such measures be fully documented in a risk assessment and the findings reported to Committee in due course.

**66. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960**

RESOLVED that in view of the confidential nature of the business to be transacted the following matter contained in Minute No. 67 be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

**67. LLANELLI CREMATORIUM LTD**

Members considered a letter from the Director, Llanelli Crematorium Ltd regarding the rent review. Following discussion it was

RESOLVED that the Secretary reply to the letter confirming the position, advising the Director to refer to the various provisions set out in the counter part Lease (held in her company’s possession) and if after seeking legal interpretation of the said provisions, the calculation of the new rent is disputed, then the matter be referred to arbitration.

**68. SEASONAL GREETINGS**

The Chairman wished Members and Officers a Merry Christmas and a healthy and happy New Year.

.....  
The Meeting concluded at 4:20pm”  
.....

**RESOLVED** that the Minutes be accepted.

**10 February, 2009.**

**451. LETTERS OF APPRECIATION**

**RESOLVED** that the following letters of appreciation for the Council's assistance be noted with pleasure:-

- (1) Brynawelon & District Homewatch;
- (2) Swiss Valley Management Committee.

.....

The Meeting concluded at 6.20 p.m.

.....

The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 10 March, 2009, adopted by the Council.